GOVERNMENT NOTICES
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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
DEPARTEMENT VAN HOËR ONDERWYS EN OPLEIDING

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HIGHER EDUCATION AND TRAINING INFORMATION STANDARD

DHET 008

STANDARD FOR THE SPECIFICATIONS FOR LOAD FILES FOR THE

TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING MANAGEMENT

INFORMATION SYSTEM (TVETMIS)

November 2014

higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

GENERAL NOTICE

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

STANDARD FOR THE SPECIFICATIONS FOR LOAD FILES FOR THE TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING MANAGEMENT INFORMATION SYSTEM (TVETMIS)

I, Bonginkosi Emmanuel Nzimande, MP, Minister of Higher Education and Training, in terms of section 41B(1) and (4) of the Continuing Education and Training Act, 2006 (Act No. 16 of 2006) and section 25B of the Adult Education and Training Act, 2000 (Act No. 52 of 2000); read with section 3 of the Higher Education Act, 1997 (Act No. 101 of 1997); section 8(2)(b) of the National Qualifications Framework Act, 2008 (Act No. 67 of 2008); section 5(1)(a)(i) of the Skills Development Act, 1998 (Act No. 97 of 1998) and the Higher Education and Training Information Policy published in Notice No.832, Government Gazette No.36973 of 01 November 2013, hereby publish standard DHET008: Specifications for Load Files for the Technical and Vocational Education and Training Management Information System (TVETMIS) Standard as set out in the Schedule. The detailed schedule is available at: https://webapps.dhet.gov.za/TECHNICA.aspx

Dr BE Nzimande, MP

Minister of Higher Education and Training

Date: 12/12/14

Specifications for load files for the Technical and Vocational Education and Training Management Information System (TVETMIS)

Version 001

Contents

1   Purpose

The Technical and Vocational Education and Training Management Information System (TVETMIS) is a unit record based information system that stores and maintains unit records of Technical and Vocational Education and Training College (TVET) data related to colleges and their campuses, programmes, subjects, staff, and students. The data content of TVETMIS is primarily maintained and supplied by TVET Colleges. The TVET Colleges create electronic data submission files in standard formats and transmit them to the Department of Higher Education and Training (DHET) to be loaded into TVETMIS.

The purpose of this specification is to provide TVET Colleges with a description of the standard layout, content and business rules for the submission of data to TVETMIS.

2   Scope and applicability of the standard

This standard applies to all TVET Colleges.

3   General information

3.1   Data submission file formats

The file format for all TVETMIS data submission files is fixed length record ASCII files. In other words each record in a file takes up the same amount of space as all of the other records in the same file, regardless of how many characters are in each field. Each record must be terminated by a Microsoft compatible end of line character (CR+LF).

3.2   Frequency of submissions

The requirements in regard to how often the DHET requires TVET Colleges to submit to TVETMIS can be found at the following link:

https://webapps.dhet.gov.za/TECHNICA.aspx
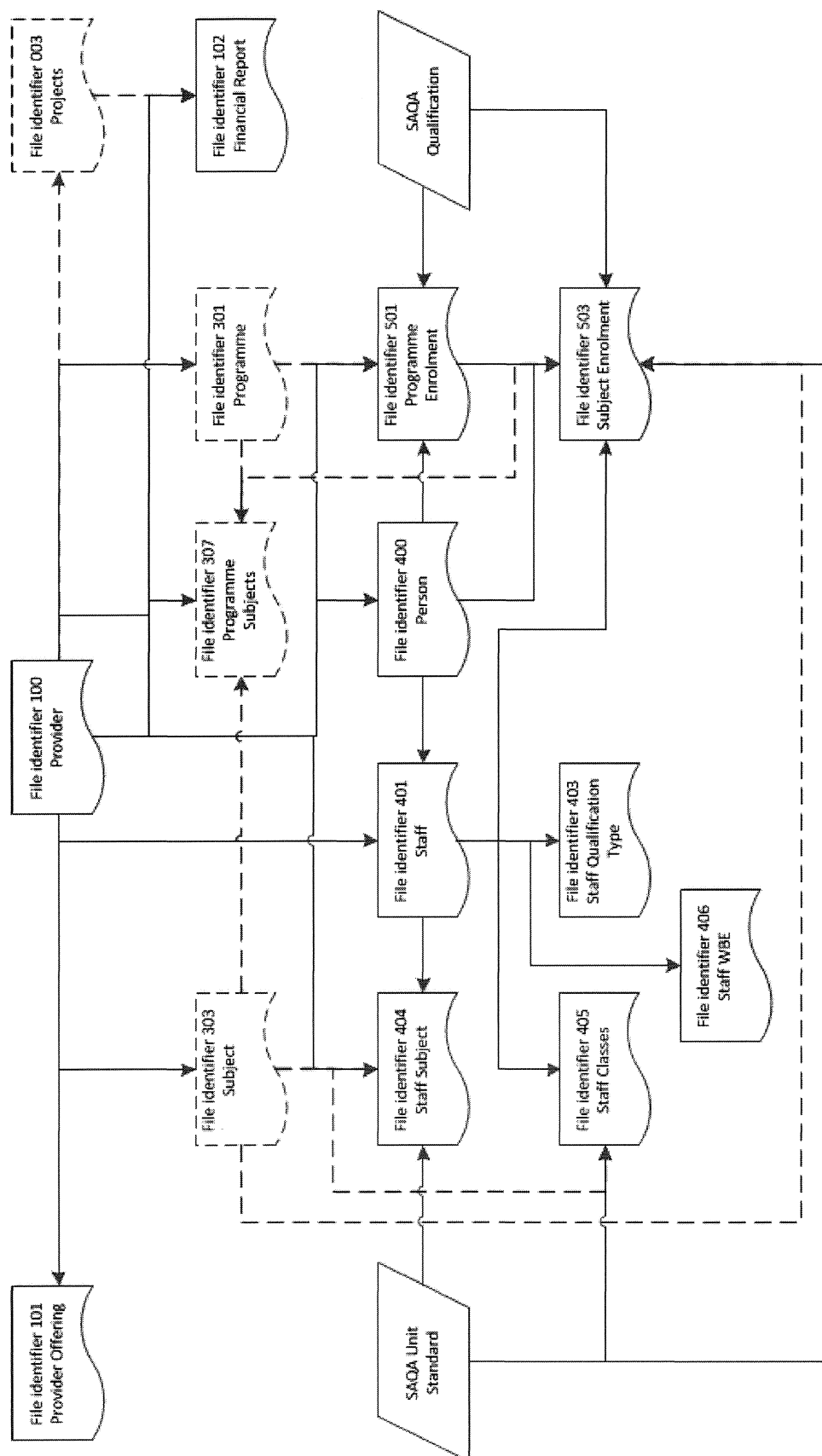
3.3   Transmission of submission

All data submissions must be validated using the data validation utility that is distributed to all TVET Colleges by the Department of Higher Education and Training (DHET). The DHET data validation utility will prepare the data submission in a predetermined format as required for loading into the TVETMIS system if the data submission conforms to the minimum data requirements as defined in this document. Thereafter the data validation utility will allow the user to submit the data submission to the TVETMIS.

The DHET will not accept any TVETMIS data submission that have not been validated and transmitted to TVETMIS using the DHET data validation utility.

3.4   Use of the term ETQE

This document makes use of the acronym ETQE (Education and Training Quality Entity), which within the scope of this document replaces the acronym ETQA (Education and Training Quality Assurance body) which is no longer an official acronym (since 2012). The term is used to denote a Quality Council (QC) or its delegates, as recorded on the National Learners' Records Database (NLRD), and it is acknowledged that this is not an official term.

TVETMIS File Specifications Version: Version 001 (2014/08/04)

4   File dependencies

File identifier 101
Provider Offering

File Identifier 003
Projects

File identifier 102
Financial Report

SAQA
Qualification

File identifier 100
Provider

File identifier 301
Programme

File identifier 501
Programme Enrolment

File identifier 503
Subject Enrolment

File identifier 307
Programme Subjects

File identifier 400
Person

File identifier 303
Subject

File identifier 401
Staff

File identifier 403
Staff Qualification Type

File identifier 406
Staff WBE

File identifier 404
Staff Subject

File identifier 405
Staff Classes

SAQA Unit
Standard

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5 Data submission files

5.1 Project

File code	003
File naming standard	[Code]_0004_003_v001_YYYYMMDD.dat where:

- [Code] is a combination of the submitting College's Provider Code and ETQE Mnemonic in the format [Provider_Code]_[ETQE_Mnemonic].
- 0004 indicates that the recipient information system to which this data will be submitted is TVETMIS.
- v001 indicates that the submission has been extracted in accordance with version 001 of this specification
- YYYYMMDD represents the date on which the data submission was created.
- .dat is the file extension

Description

This file describes earmarked projects as reported on in the Financial Report file.

General information:

A count of the number of records found in the file will be recorded in the aggregated report under the General information heading.

The **Date_Stamp** field must reflect the date on which a particular record was last updated. The field will be used by the recipient system to ensure that an older version of a record does not overwrite a more recent version of a record.

Submission requirements:	Submission of this file is optional.
File record length:	The length of each record must be exactly 169.

File fields

Field Name	Project_Code		Field Number	1
Start Position	1		**Field Length**	20
Content Rules				

- This field may not be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890@#&+() /\:._-

Business Rules (compliance required)				

- Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or - or –
- The combination of Project_Code, Provider_Code and Provider_ETQE_Id must be unique

Business Rules (informational)				

- Not applicable

Field Name	Project_Name		Field Number	2
Start Position	21		**Field Length**	100
Content Rules				

- This field may not be left blank

Field Name	Project_Name	**Field Number**	2

- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890@#&+() /\:._,`'-

Business Rules (compliance required)

- Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or - or –

Business Rules (informational)

- Not applicable

Field Name	Financial_Item_Id	**Field Number**	3
Start Position	121	**Field Length**	10

Content Rules

- This field may not be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890_.<>-@

Business Rules (compliance required)

- Field must contain a valid Financial_Item_Id
- Value must start with PROJ-

Business Rules (informational)

- Not applicable

Field Name	Provider_Code	**Field Number**	4
Start Position	131	**Field Length**	20

Content Rules

- This field may not be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890@#&+() /\:._-

Business Rules (compliance required)

- The combination Provider_Code and Provider_ETQE_Id must be valid. The combination of Provider_Code and Provider_ETQE_Id must exist on 100 - Provider

Business Rules (informational)

- Not applicable

Field Name	Provider_ETQE_Id	**Field Number**	5
Start Position	151	**Field Length**	10

Content Rules

- This field may not be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Field may only contain whole numbers

Business Rules (compliance required)

- Field must contain a valid Provider_ETQE_Id

Business Rules (informational)

- Not applicable

Field Name	Date_Stamp	**Field Number**	6
Start Position	161	**Field Length**	8

Content Rules

Field Name	Date_Stamp		**Field Number**	6
•	This field may not be left blank			
•	Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided			
•	Field may only contain a valid date in the format YYYYMMDD			
Business Rules (compliance required)				
•	Field may not have a value greater than today's date			
•	Year component of field value may not be less than 1900			
Business Rules (informational)				
•	The system will display the maximum number of records with the same value for this field			

5.2 Provider

File code	100
File naming standard	[Code]_0004_100_v001_YYYYMMDD.dat where:

- [Code] is a combination of the submitting College's Provider Code and ETQE Mnemonic in the format [Provider_Code]_[ETQE_Mnemonic].
- 0004 indicates that the recipient information system to which this data will be submitted is TVETMIS.
- v001 indicates that the submission has been extracted in accordance with version 001 of this specification
- YYYYMMDD represents the date on which the data submission was created.
- .dat is the file extension

Description

This file describes the central office and the related campuses of the College.

This file is a modified version of the National Learner's Records Database (NLRD) File Number 21.

General information:

A count of the number of records found in the file will be recorded in the aggregated report under the General information heading.

The **Date_Stamp** field must reflect the date on which a particular record was last updated. The field will be used by the recipient system to ensure that an older version of a record does not overwrite a more recent version of a record.

Submission requirements:	Submission of this file is mandatory.
File record length:	The length of each record must be exactly 833.

File fields

Field Name	Provider_Code		Field Number	1
Start Position	1		**Field Length**	20
Content Rules				

- This field may not be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890@#&+() /\:._-

Business Rules (compliance required)

- The value in this field must be unique
- The combination Provider_Code and Provider_ETQE_Id must be valid. The combination of Provider_Code and Provider_ETQE_Id must be registered on the recipient system and at the relevant Quality Council

Business Rules (informational)

- Not applicable

Field Name	Provider_ETQE_Id		Field Number	2
Start Position	21		**Field Length**	10
Content Rules				

- This field may not be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces

Field Name	Provider_ETQE_Id		Field Number	2

will be trimmed from the value during further validation of the data value provided
- Field may only contain whole numbers

Business Rules (compliance required)

- Field must contain a valid Provider_ETQE_Id

Business Rules (informational)

- Not applicable

Field Name	Filler01		Field Number	3
Start Position	31		Field Length	10

Content Rules

- Not applicable

Business Rules (compliance required)

- This is a filler field and must be left blank

Business Rules (informational)

- Not applicable

Field Name	Provider_Name		Field Number	4
Start Position	41		Field Length	70

Content Rules

- This field may not be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890@#&+() /\:._,`'-

Business Rules (compliance required)

- Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or - or –
- May not contain duplicated values once characters like PTY,LTD,CC , CC,.,&,+, AND ,T/A,BK,LIMITED, CK,_,),(have been stripped from the value

Business Rules (informational)

- Not applicable

Field Name	Provider_Type_Id		Field Number	5
Start Position	111		Field Length	10

Content Rules

- This field may not be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Field may only contain whole numbers

Business Rules (compliance required)

- Field must contain a valid Provider_Type_Id

Business Rules (informational)

- Not applicable

Field Name	Provider_Postal_Address_1		Field Number	6
Start Position	121		Field Length	50

Content Rules

- This field may not be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ - 1234567890#&()/\:._`',

Business Rules (compliance required)

Field Name	Provider_Postal_Address_1		Field Number	6

- Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or - or –
- The field may not contain a value that contains only numbers

Business Rules (informational)

- Uppercase value in field should not contain characters %ZZZ% or %XXX% or %ADDRES%

Field Name	Provider_Postal_Address_2		Field Number	7
Start Position	171		Field Length	50

Content Rules

- This field may not be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ - 1234567890#&()/\:._`',

Business Rules (compliance required)

- Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or - or –
- The field may not contain a value that contains only numbers

Business Rules (informational)

- Uppercase value in field should not contain characters %ZZZ% or %XXX% or %ADDRES%

Field Name	Provider_Postal_Address_3		Field Number	8
Start Position	221		Field Length	50

Content Rules

- This field may be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ - 1234567890#&()/\:._`',

Business Rules (compliance required)

- Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or - or –
- The field may not contain a value that contains only numbers
- Field may not have 4 consecutive numbers embedded in it

Business Rules (informational)

- Uppercase value in field should not contain characters %ZZZ% or %XXX% or %ADDRES%

Field Name	Provider_Postal_Address_Code		Field Number	9
Start Position	271		Field Length	4

Content Rules

- This field may not be left blank
- Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided
- Uppercase value in field may only contain characters 1234567890

Business Rules (compliance required)

- Length of field must be exactly 4 characters

Business Rules (informational)

- Not applicable

Field Name	Provider_Phone_Number		Field Number	10
Start Position	275		Field Length	20

Content Rules

- This field may be left blank

Field Name	Provider_Phone_Number		Field Number	10
• Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided • Uppercase value in field may only contain characters 1234567890 ()/-				
Business Rules (compliance required)				
• Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or - or –				
Business Rules (informational)				
• Not applicable				

Field Name	Provider_Fax_Number		Field Number	11
Start Position	295	**Field Length**		20
Content Rules				
• This field may be left blank • Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided • Uppercase value in field may only contain characters 1234567890 ()/-				
Business Rules (compliance required)				
• Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or NA or U or NONE or GEEN or 0 or TEST or %ONTBREEK% or NIL or - or –				
Business Rules (informational)				
• Not applicable				

Field Name	Filler02		Field Number	12
Start Position	315	**Field Length**		20
Content Rules				
• Not applicable				
Business Rules (compliance required)				
• This is a filler field and must be left blank				
Business Rules (informational)				
• Not applicable				

Field Name	Provider_Contact_Name		Field Number	13
Start Position	335	**Field Length**		50
Content Rules				
• This field may be left blank • Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided • Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ`' -				
Business Rules (compliance required)				
• Uppercase value in field may not contain characters %UNKNOWN% or %AS ABOVE% or %SOOS BO% or %DELETE% or N/A or 0 or TEST or %ONTBREEK% or NIL or - or –				
Business Rules (informational)				
• Uppercase value in field should not contain characters NA or U or NONE or GEEN				

Field Name	Provider_Contact_Email_Address		Field Number	14
Start Position	385	**Field Length**		50
Content Rules				
• This field may be left blank • Field may not start with a space. If the value provided contains leading spaces then all leading spaces will be trimmed from the value during further validation of the data value provided • Uppercase value in field may only contain characters ABCDEFGHIJKLMNOPQRTSUVWXYZ1234567890_.<>-@				
Business Rules (compliance required)				